



**STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

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July 29, 2009

(SN 124)

WIA BULLETIN NO. 10-09

TO: Workforce Investment Act Partners

SUBJECT: Transmittal of Local Workforce Investment Act ("WIA") Plan Instructions

PURPOSE

The purpose of this bulletin is to transmit the Local Workforce Investment Act ("WIA") Plan Instructions for the July 1, 2009 through June 30, 2010 period.

REFERENCES

1. Workforce Investment Act of 1998 (WIA), P.L. 105-220
2. Training and Employment Guidance Letter ("TEGL") No. 14-08, "Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for PY 2009," USDOL-ETA, March 18, 2009.
3. Hawaii State Plan Modification for Title I-B of the Workforce Investment Act and the Wagner-Peyser Act, for July 1, 2009 to June 30, 2010. Located on the Department of Labor and Industrial Relations website at:
http://hawaii.gov/labor/wdc/pdf/State%20Plan%20Mod_061909_FINAL.pdf
4. DLIR Bulletin No. 07-09, dated June 9, 2009, extends the existing Local Area Plans for the Workforce Investment Act and Wagner-Peyser Act.
5. <http://www.hiwi.org/> – web page of DLIR's Research & Statistics Office

BACKGROUND

The current State WIA Plan was approved and went into effect July 1, 2005, for the period of July 1, 2005 through June 30, 2007. The WIA plan was then extended to June 30, 2009. Due to the federal Recovery Act provisions, the state WIA plan was required to be modified and resubmitted for the period of July 1, 2009 to June 30, 2010.

The Final Rules, Sections 661.345 and 661.350, prescribe the preparation, contents, submission, and review of the Local WIA Plans, which must be consistent with the State WIA Plan. These Local Plan Instructions incorporate the contents required by the Final Rules as well as the other information required by the State.

POLICY

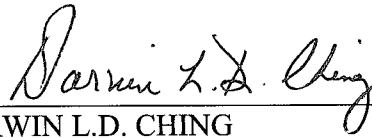
Local Areas are to complete their Local WIA Plans in accordance with these Local Plan Instructions in order to continue implementation of their and to continue to qualify to receive WIA formula funds.

PROCEDURES

Timelines and procedures for the preparation and submission of the Local WIA Plans are included in the Local Plan Instructions.

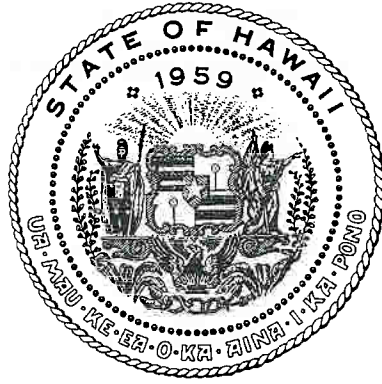
INQUIRIES

Questions regarding this bulletin should be directed to Mr. James P. Hardway, Executive Director of the Hawaii Workforce Development Council, at (808) 586-8671.



DARWIN L.D. CHING

Enclosure



STATE of HAWAII

**LOCAL PLAN MODIFICATION
INSTRUCTIONS
FOR**

**IMPLEMENTING THE EMPLOYMENT AND TRAINING
PROVISIONS OF THE
AMERICAN RECOVERY AND REINVESTMENT ACT (“ARRA”)
TITLE I-B OF THE WORKFORCE INVESTMENT ACT (“WIA”)**

JULY 1, 2009 – JUNE 30, 2010



HAWAII INSTRUCTIONS
For July 1 2009 – June 30, 2010 Local Area Plans For
Title I – Workforce Investment Act and the Wagner-Peyser Act

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HAWAII INSTRUCTIONS

For July 1 2009 -- June 30, 2010 for Title I-B – Workforce Investment Act and the Wagner-Peyser Act

Purpose

The purpose of these planning instructions is to provide guidance to Local Areas and Local Workforce Investment Boards (“LWIBs”) for the modification of their Local Area Plans for Title I-B of the Workforce Investment Act (“WIA”). The Local Area Plan Modification should identify changes in practices and a course of action for the LWIB and its One-Stop Job Centers, and these changes must be consistent with the Hawaii State Plan Modification for Implementing the Employment and Training Provisions of the American Recovery and Reinvestment Act (“ARRA”), July 1, 2009 – June 30, 2010.

The ARRA plans include additional funds to be disbursed by the US Department of Labor, Employment and Training Administration (“US DOL ETA”) Training and Employment Guidance Letter (“TEGL”) #14-08, issued on March 18, 2009 includes items to be addressed for modification of state and local plans. The State Plan Modification describes revised strategies to meet the challenges of the current economic downturn, and to describe plans to use the funds provided under the ARRA legislation. On June 9, 2009, the Director of the Hawaii Department of Labor & Industrial Relations issued Bulletin No. 4-07, which extended the existing Local Area Plans to June 30, 2009.

The Plan Modification will allow LWIBs the ability to re-evaluate their current system’s delivery of employment and training services in light of changing economic conditions, new initiatives and performance. In developing new strategies and policies, local areas should consult revised LMI projections to review data and trends that will impact planning efforts.

Per the June 9, 2009 memorandum, the State is issuing the instructions for development of the Local Area Plans by July 31, 2009. The timeline on the following page highlights milestones in development of the Local Plans, which will be discussed and approved by the Workforce Development Council (“WDC”) at the quarterly meeting on November 12, 2009.

Local Area Plan Calendar

June 9, 2009	Department of Labor and Industrial Relations (“DLIR”) Director issued Bulletin No. 07-09 to extend the Workforce Investment Act
July 30, 2009	Final Local Area Plan Instructions issued by WDC
August-September 2009	Workforce Development Council (“WDC”) available to review and advise on sections of Local Area Plans, as requested
By October 1, 2009	Local Areas publicize and invite public comment on Local Area Plans. Local Areas submit informal Local Area Plans to WDC.
By October 30, 2009	WDC comments and if necessary, returns Local Area Plans to Local Areas for revision, signatures and official submittal
By November 10, 2009	Local Areas submit official Local Area Plans for approval at the WDC Meeting on November 12.

References

1. Workforce Investment Act of 1998 (WIA), P.L. 105-220
2. Training and Employment Guidance Letter (“TEGL”) No. 14-08, “*Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for PY 2009*,” USDOL-ETA, March 18, 2009.
3. Hawaii State Plan Modification for Title I-B of the Workforce Investment Act and the Wagner-Peyser Act, for July 1, 2009 to June 30, 2010. Located on the Department of Labor and Industrial Relations website at: http://hawaii.gov/labor/wdc/pdf/State%20Plan%20Mod_061909_FINAL.pdf
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5. <http://www.hiwi.org/> – web page of DLIR’s Research & Statistics Office

Logistical Instructions

Format

Local Areas should respond to the italicized instructions in this guide. Non-italicized material provides background. Plans should include the italicized instructions followed by the Local Area response. A list of References is included on page 4.

Use 8.5 x 11 inch white paper and a font size of 12 or greater. Organize the plan by sections, following the same order as these plan instructions. Include a cover sheet with the contact person's name, address, phone, fax, and e-mail address. Include a table of contents. Place a list of attachments and the attachments at the end of the plan.

Submittal

The Local Area Plan Calendar is located on page 3. Local Areas are to submit Local Area Plans to the WDC no later than October 16, 2009 for review.

Revisions may be required. Revised and finalized Local Area Plans are to be submitted to the WDC with a cover letter, jointly signed by the Mayor and the LWIB chairperson, no later than November 10, 2009 for presentation at the November 12, 2009 WDC meeting.

Please submit three hard copy sets of the final Plan, with original signatures, and an electronic file, no later than November 10, 2009 to:

James P. Hardway, Executive Director
Workforce Development Council
830 Punchbowl Street, Room 417
Honolulu, HI 96813

**2009-2010 WIA Local Area Plan Modification-Hawaii
Cover and Signature Page**

Name of Grant Recipient _____

Contact Person/Title _____

Phone _____ **Fax** _____ **E-mail** _____

This WIA Local Area Plan Modification is submitted for the period of July 1, 2009 through June 30, 2010 in accordance with the provisions of the American Recovery and Reinvestment Act and the Workforce Investment Act. We further certify that we will operate our Workforce Investment Act and Wagner-Peyser programs in accordance with this plan and applicable federal and state laws and regulations.

Chair of _____
Workforce Investment Board

Mayor of _____

Name (printed or typed)

Name (printed or typed)

Date

Date

State Vision and Goals:

The WIA State Plan Modification addresses changes in portions of Hawaii's WIA State Plan required by the US Department of Labor as laid out in ARRA legislation and regulations. The activities in this Modification will enable the State to accelerate plans to transform the use of formula and ARRA funds to meet the needs of the "21st century workforce."

Governor Linda Lingle's vision for a statewide workforce investment system starts with her vision for economic development—"a transformation from an economy based on land development to one based on the limitless potential of human innovation." The Governor initiated a five-point plan to address the challenging times ahead:

1. Increased tourism outreach and marketing;
2. Investing in improvements to infrastructure and state facilities;
3. Lowering business fees and providing tax relief;
4. Attracting private investment, especially in energy; and
5. Maximizing federal dollars and partnerships.

The State WIA Plan Modification for 2009-2010 notes seven major workforce development issues for Hawaii:

- An insufficient number of living wage jobs (for state purposes calculated as \$49,853 for a single parent with two children—NOTE: Local Areas may want to include their own numbers in their Plans)
- A continuing loss of "baby-boom" workers;
- Leaks in the education to workforce pipeline;
- The need for lifelong learning for incumbent workers,
- A lack of affordable/workforce housing for all income levels;
- The inability to meet demand in critical occupations areas; and
- Inadequate workforce intelligence. Hawaii's workforce system is loosely organized and not well understood by policymakers and the general public.

The state priorities to address short and long-term workforce development issues are to:

- Improve the delivery of timely education and training to prepare current and future workers for high-demand occupations;
- Focus more attention on upgrading the skills of incumbent workers;
- Expand the labor pool in the face of anticipated long-term labor shortages; and
- Address workforce housing.

I. Local Vision and Goals

TEGL #14-08 notes that “In utilizing the funding in the Recovery Act, federal, state and local levels of the workforce system must be guided by four principles:

- Transparency and accountability in the use of Recovery Act funding;
- Timely spending of the funds and implementation of activities;
- Increasing workforce system capacity and service levels; and
- Using data and workforce information to guide strategic planning and service delivery.”

The US DOL ETA encourages states to require that Local Plans are modified according to state policy (TEGL#14-08). Therefore, the strategic planning contained in Local Area Plans should substantively follow the State Vision as summarized on Page 7.

1. *Indicate how the Local Area Plan is implementing the State Vision as summarized on Page 7 (additional elements may be found in the Hawaii State Comprehensive Workforce Development Plan for 2009-2014). Indicate where, if any, the elements in your Local Area Plan differ from the State’s vision and goals.*
2. *Describe your vision and strategic goals for the following areas.*
 - a. *Education and training—what is the LWIB vision for ensuring a continuum of education and training opportunities that support a skilled workforce?*
 - b. *One-Stop Job Center services,*
 - c. *Youth development,*
 - d. *Communication and coordination-- What is the LWIB vision for bringing together the key workforce development players to continuously identify the workforce challenges facing the county, and to develop innovative strategies and solutions that effectively leverage resources to address those challenges?*
 - e. *Use of resources—what is the LWIB vision for maximizing and leveraging county resources to ensure a skilled workforce for business and industry?*
 - f. *Performance accountability, and*
 - g. *Other local priorities.*
3. *Identify the LWIB’s top two to four priorities for the next year.*

II. Assessment of Labor and Economic Market Needs

This section should address how the economic downturn has impacted the economy of the local area and the labor market context. Provide an analysis of the local economy, the local labor pool, and the labor market context, addressing the following issues:

4. *What are the economic development goals for attracting, retaining and growing business and industry in the county? What LWIB strategies support the creation, sustainability and growth of small businesses and support for the workforce needs of small businesses?*
5. *What jobs/occupations are most critical to the county’s economy? What are the skills requirements for these jobs and occupations?*

6. *What workforce development issues has the LWIB prioritized as being most critical to its economic health and growth?*
7. *Based on the regional economic and labor market analysis, what strategies has the LWIB implemented or plan to implement to identify and target industries and occupations with the area that are high growth, high demand and vital to the local economy?*
8. *How has the county begun to prepare for “green jobs” training and job placement? What processes will the LWIB implement in One-Stop Centers to adequately prepare staff to assist customers in identifying green job opportunities, including education and training?*
9. *Is the county experiencing any in-migration or out-migration of workers that impacts or will impact the labor pool?*

III. Service Delivery Strategies and Support for Training

A. Priority of Service to Low-Income Individuals

10. *Describe the method(s) that will be used to identify an individual as a priority customer:*
 - *A description of how documentation is collected and maintained when an individual self-identifies as a public assistance recipient or other low-income individual;*
 - *The parameters to be used that qualifies someone as a low-income individual income earned while on military active duty status is disregarded in eligibility determination);*
 - *The estimated percentage or number of WIA adult customers that will qualify for priority of service during the program year;*
11. *If your local area will not be applying priority of service to all adults, describe the procedures that will be used to differentiate between ARRA WIA Adult and non-ARRA WIA Adult customers for purposes of priority of service.*
12. *Describe the internal monitoring process that will be initiated to ensure federal priority of service requirements under ARRA are successfully implemented.*
13. *Describe the methods of communication that will be used at the local level to ensure all impacted staff members are aware of and using priority of service in daily operations.*

B. Priority of Service to Veterans

14. *Describe or attach the policies that ensure covered persons are identified at the point of entry, allowing them to take full advantage of priority of service. This includes both in-person and virtual access service delivery points.*
15. *Describe the internal monitoring process that will be initiated to ensure federal priority of service requirements under ARRA are successfully implemented.*

16. *Describe the methods of communication that will be used at the local level to ensure all impacted staff members are aware of and using priority of service in the daily operations.*

C. Service Delivery to Youth

Summer Employment Opportunities:

17. *Describe your PY 2009 summer youth employment program design and include the following:*
- Activities broken out by age groups*
 - Work readiness component, including definition*
 - How measurable increases of work readiness were determined*
 - How “green” work experiences or training were incorporated into the program*
 - If apprenticeship opportunities were included*
 - Outreach and services to the neediest youth populations. Describe the various strategies employed to recruit the target population.*
18. *What percentage of ARRA funds for youth were spent on summer 2009 activities from 5/1/09 to 9/30/09, and how many participants were served?*
19. *What percentage of ARRA funds for youth do you plan to spend on servicing older youth participating in work experience-only activities from 10/1/09 through 3/31/2010 and how many participants will be served?*
20. *If the fiscal agent or grant recipient did not operate the summer employment program, describe the local board’s procedures for procuring summer employment opportunities.*
21. *Describe the summer program worksites that were identified:*
- *How were worksites selected?*
 - *Identify the types of sites (public, private non-profit, etc.)*
 - *How did the local area ensure adherence to workplace safety guidance and applicable federal/state minimum wage requirements were observed?*
 - *How did the local area ensure that youth work experience did not unfavorably impact current employees or replace laid-off employees?*
 - *How were youth matched to work sites?*
 - *Identify any project-based or service learning that was used.*
22. *Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, detail who participated in the learning and how it provided a direct link to the summer employment experience.*
23. *Describe how the local area is coordinating the expenditure of WIA formula and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.*
24. *Describe your strategy for continued services supporting older, out-of-school youth during non-summer months including any supportive services incentives and needs-based payments; co-enrolling youth in adult services; and support past the ARRA funding period.*

D. One-Stop Centers and Re-employment Services

- 25. Describe the actions the local area has taken to ensure an integrated One-Stop Center service delivery system including the additional services provided by ARRA funding. How does the LWIB ensure the quality of service delivery?*
- 26. Describe how the local area will ensure that a full array of reemployment services is provided to UI customers, including skills assessment, career planning and training.*
- 27. Explain how the local area is dealing with increased numbers of UI customers. Describe the strategy for providing reemployment services to UI claimants most likely to exhaust benefits. With the emphasis on training in the ARRA legislation, explain how you are promoting training to UI customers.*
- 28. Is the local area entering into contracts with institutions of higher education or other eligible training providers to facilitate the training of individuals for high-demand occupations? If so, describe the occupations and identify the training providers from which you will be purchasing training. If your local area is not entering into such contracts, please explain why not.*
- 29. Please describe LWIB activities and plans for supplementing WIA funding and/or adjusting operations to the availability of funding. For instance, explain how the local area intends to utilize Pell Grants and coordinate them with other financial aid resources for training and education purposes.*
- 30. Describe policies, if any, to restrict training funds for uses the local has identified as a priority; e.g., a) direct a certain percentage of training funds to high demand, economically vital, and/or targeted skills and occupations, or b) give priority to training for jobs that pay at least a self-sufficiency wage.*

IV. Performance Goals and Levels

31. The performance levels for the State apply to all the Local Areas. Insert the sheet below into your plan.

**WORKFORCE INVESTMENT ACT ("WIA") AND WAGNER-PEYSER
STATE PERFORMANCE MEASURES
PROGRAM YEAR 2009 (July 1, 2009 to June 30, 2010)**

Performance Goals		
	PY 2008	PY 2009
Adult Program		
Entered Employment Rate	79%	65%
Employment Retention Rate	85%	74%
Average Earnings	\$10,800	\$10,800
Employment and Credential Rate	62%	62%
Dislocated Worker Program		
Entered Employment Rate	79%	57%
Employment Retention Rate	86%	86%
Average Earnings	\$14,000	\$5,996
Employment and Credential Rate	66%	57%
Older Youth (19-21)		
Entered Employment Rate	73%	33%
Employment Retention Rate	80.5%	60%
Average Earnings Change	\$3,900	-\$244
Credential Rate	69%	38%
Younger Youth (14-18)		
Skill Attainment Rate	70.5%	71%
Diploma Attainment Rate	44%	44%
Retention Rate	51%	44%
Customer Satisfaction		
Participant	72%	72%
Employer	82%	82%
Wagner Peyser		
Entered Employment Rate	60%	50.7%
Employment Retention Rate	82%	78.4%
Average Earnings	\$12,276	\$10,971

V. WIA Compliance

32. *The Local Plan Modification will extend the existing Local Plan to June 30, 2010 and will become the basis for local area policy and monitoring. This section asks for any changes to policies—indicate if a policy has changed, and if so, attach a copy of the new policy.*

<u>Policy</u>	<u>Changed? Yes or No</u>
a. selecting and certifying one-stop operators	_____
b. contracting for service providers	_____
c. priority of service (new policy required)	_____
d. self-sufficiency	_____
e. supportive services	_____
f. grievances and complaints	_____
g. youth services	_____
a. Eligibility definitions	_____
b. Performance	_____
c. Design framework	_____
d. Recovery act provisions	_____
h. Adult, Dislocated and Wagner-Peyser	_____
a. Eligibility definition	_____
b. Performance	_____
c. Rapid response	_____
d. Business services	_____

VI. Budget

33. *Attach your currently approved WIA budget that includes ARRA funding. Please include amounts for personnel, and the budget for WIA education and training providers.*

34. *Identify other amounts and sources of funds that support your activities.*

VII. Local Plan Development Process

35. *Describe the process used to ensure public comment on and input into the development of the local plan. Include a description of specific steps taken to include input from members of businesses and labor organizations.*

36. *Describe how comments were considered in the plan development process.*

37. *Summarize and include as an attachment public comments on the draft Local Area Plan, particularly those that express disagreement with the plan. Please include information on LWIB response to the comments.*

VIII. Required Attachments

- *Current LWIB roster*
- *Current LWIB Youth Council roster*
- *Any new policies indicated in Section V*
- *Any public comments regarding the draft Local Area Plans, including those that express disagreement with this Local Area Plan and information regarding the LWIB's actions towards addressing them.*